

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 17th July 2017 at 7:30pm – 9:50pm.

PRESENT

Rob Christie, Paul Baverstock, Stella Shackle, Paul Culley-Barber, Joseph Scholes and Steven Ford (Assistant Clerk).

1. Welcome and Introduction to the meeting by the Chair, Rob Christie.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
David Ward, Yvonne Burton, Nigel MacPherson, Margaret Turner, Pat Wilson sent apologies.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 3.1. Rob Christie, Paul Culley-Barber and Paul Baverstock declared a pecuniary interest in item 16. Paul Culley-Barber also declared an interest in items 20 & 30.

Suspend standing orders

4. **OPEN FORUM - FOR PARISHIONERS TO RAISE QUESTIONS ON AND/OR MAKE STATEMENTS ABOUT MATTERS ON THE AGENDA AND TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR AND COUNTY COUNCILLOR**
 - 4.1. Two parishioners were present together with Councillor Andrew Proctor and Councillor Frank O'Neill.
 - 4.2. County Councillor Andrew Proctor reported that progress on the Northern Distributor Road was on schedule for being fully open in the Spring of 2018. The County Council was having to make overall savings of £125,000,000 in the next five years in the face of demand led adult social care provision that was increasing. There had been a one off payment of £35,000,000 from the government and more social workers were being recruited. On a more positive note Mr Proctor said that he had a £6,000 local members highway budget to spend within the five parishes he represented. Suggestions for taking up a share of that budget would be put on the next agenda. On the 2 October Brundall Bridge, Strumpshaw Road would be closed at the railway bridge for 10 weeks for drainage works to tackle the severe flooding that takes place. Mr Proctor had contacted the Police Crime Commissioner regarding the parking of numerous vehicles on the grass verge near Blofield Motor Company. As a result a site meeting had been arranged with a senior police officer to look at options for dealing with the situation. He was also meeting with Virginmedia regarding unsatisfactory footpath repairs following their recent fibre optic cable installation in the village.

Resume standing orders

5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 19 JUNE 2017 AT 7.30pm**
 - 5.1. The minutes of the Parish Council Meeting held on the 19th June 2017 were unanimously approved by the council and duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 6.1. None.
7. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 19 JUNE 2017 at 8.00pm**
 - 7.1. The minutes of the Parish Council Meeting held on the 19th June 2017 were unanimously approved by the council and duly signed by the chair.

8. TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA

- 8.1. Councillors were asked to consider volunteering to speak on planning application 20161588 (erection of 4 dwellings and associated works, Woodbastwick Road) when this goes to planning committee (no date currently set).

9. TO RECEIVE A PLANNING UPDATE

- 9.1. Paul Culley-Barber went through the planning applications below.

10. TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL (Clerk, SF, to feedback to BDC)

10.1. APPLICATION: 20162199

20171053 - Garden Farm, Land South of Yarmouth Road and North of Lingwood Road, Blofield, NR13 4JG for Revised house types - replace 4 no. 4 bed detached houses with 8 no. dwellings comprising - 6 no. 3 bed semi detached 2.5 storey houses; 1 no. 3 bed detached 2 storey house; and 1 no. 4 bed detached 2.5 storey house (affordable unit)

The increase in smaller houses is something that would be supported as stated in HOU1. However concerns are raised about the number of parking spaces available with the revised mix and so NP HOU5 – Parking would come into play.

NP HOU 5 – Parking. The application has already stated that there are insufficient parking spaces for the revised 4 bedroom house, and 2 of the 3 bedroom houses have questionable parking spaces. Therefore we cannot see how this proposal complies with the NP HOU5 Policy.

Under paragraph 4.4 the assumption is that there is a typo for the number of dwellings (8) and not 8 separate 3 beds plus a 4 bed. Although this is a net increase of 4 dwellings, the recommendation is not to comment on that element as the site already has consent as per the Site Allocations DPD.

20171048 - 20 Church Road, Blofield, NR13 4NA for Single Storey Side and Rear Extensions and Raised Decking to Rear

Property currently has a rear conservatory and this will be taken down and replaced with a rear extension along with decking. The proposed side extension to create a third bedroom would make the existing garage inaccessible.

Tree Officers advice sought on this application due to the proposal of removal of mature trees, as neither the plans nor the Question 7 on the application form make reference to the size and scale of the trees being removed.

20171152 - 26 Heath Way, Blofield Heath, NR13 4RS for Single Storey Rear Extension
No comment.

20170897 - Norwich Camping & Leisure, 58 Yarmouth Road, Blofield, NR13 4LQ for Variation of Condition 2 of Planning Permission 20151020 - Erection of Storage Building, Enlarged Service Area, Retention of Overspill Car Park, Retention and Enlargement of Plant Sales Area, Retention of Existing Storage Containers & Associated Landscaping (Part Retrospective) - (Proposed extension to timescale for removal of storage container boxes)

Application to extend the timescale for removal of the storage container boxes by 12 months.

Could Broadland planners investigate an alternative solution which resolves the container issue if the warehouse is not going to be built.

11. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA

11.1 None.

FINANCE

12. ADDITIONAL EXPENDITURE ON CHURCH WALL

It was unanimously **RESOLVED** to approve the expenditure of £3,500 plus vat on the church wall for additional work that had been identified as necessary by the church architect.

13. TO APPROVE INVOICES FOR PAYMENT

13.1. The Council unanimously resolved (proposed Paul Culley-Barber, seconded Paul Baverstock) to approve all payments presented for payment in Appendix 1. **Clerk (SF) to issue cheques.**

14. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS

Churchyard Wall

8/2/17: Faculty being applied for and 4 contractors asked to tender by Ruth Brennan.

8/3/17: tenders on March agenda for a decision

22/3/17: NF Coverdale tender accepted, meeting held with contractor, architect and other interested parties 15/06/2017.

6/07/2017 Ivy has been removed from western section of the wall which revealed that it is fractured and leaning badly. Architect has instructed contractor to take it down and rebuild it up as far as the boundary. There will be an extra cost of £3,500 of which £2,000 is covered by the contingency sum. Th

Footpath through churchyard and replacement gates

8/2/17: Awaiting Vicar to apply for faculty

8/3/17: Awaiting Vicar to apply for faculty

20/4/17: Map of churchyard and details of works prepared for meeting with the vicar, David Pilch, clerk and members to be arranged asap to agree details of route and vegetation to be cut back. Faculty may not be required the vicar has advised. Quotes for gates starting to come in.

21/06/2017 Meeting with Rev. Billson, David Pilch and assistant clerk route of path, cutting back and method of construction agreed in principle. Assistant clerk and Rev Billson to submit a faculty for the works when the specification has been prepared by the assistant clerk. The position of the footpath sign was agreed near the concrete collection box that will be removed and its removal would be included in the faculty application.

Churchyard tree survey and management plan

8/2/17: Management plan requested from Fringe Project.

20/4/17: Tree survey and management received and on agenda. Requested the Fringe Project to prepare the churchyard management plan.

14/06/2017 No further updates received.

10/07/2017 Norwich Fringe asked for an update on progress of the management plan.

Courthouse: new doorway to rear garden and associated works

8/2/17 - The Courthouse have applied for planning permission

8/3/17 - new doorway to rear garden and associated works received planning permission. Garden landscaping proposals on agenda for March for consideration.

20/3/17: Request for garage demolition on agenda.

14/06/2017 New doors installed.

Responsibility for new community land Norfolk Homes site

8/2/17 - awaiting advice on when this will be handed over

8/3/17 – still awaiting advise on when this will be handed over.

30/4/17 – No update received.

14/06/2017 – No update received.

10/07/2017 . -. No update received.

Allotments Entrance Improvements -

8/2/17 – Pat Wilson reminded the Council that the letter of understanding between the Parish and the BAA stated that the surplus of income over expenditure was held with the Parish Council as a contingency fund for works needed on the Allotment site.

The Council resolved to keep £800 as the surplus for unexpected/emergency expenditure.

The council would request the BAA provide full details and costs of their proposals for improvements to the site entrance. In addition, the Council will obtain three quotations for the work to be carried out.

'Letter of Understanding' between the BAA and the Council to be reviewed at the next BAA / Council meeting. Clerk (SF) to set meeting for July 2017. Any proposed letter of understanding changes will come to the Council for approval following this meeting.

8/3/17 - Steven obtaining quotes.

20/4/17 – BDC Planners advise planning permission for works put forward by BAA do not require planning permission but as a condition of existing planning consent approval by tree specialist of the proposed works is required. SF consulting civil engineer and highways for opinion on best solution to the drainage problems that may be caused by highway surface water run off.

10/06/2017 Jim Barrett-Smith contacted re updated specification, no reply received.

04/07/2017 Meeting held with BAA, minutes on agenda. Revised specification for entrance improvement works agreed. Once approved by the tree consultant new tenders from the 3 contractors who quoted previously would be obtained.

TO ESTABLISH AN UNRECOGNIZED PUBLIC RIGHT OF WAY IN HILLHOUSE LANE / CLARKS LOKE

Council Lead – Yvonne Burton

13/3/17 – 20+ forms received

20/4/17 – Consultation letters to adjoining land owners being sent out.

10/07/2017 – Final papers being prepared for submission to NCC by assistant clerk for consideration of adding the route as a public right of way.

15. TO RECEIVE AN UPDATE ON THE PARISH WALKS POSTERS AND AGREE ANY NECESSARY ACTIONS

A number of signs had been erected but one by the Town Pit had gone missing leaving only the post standing. It's loss would be publicised on social media with the hope that it could be found; if not it would be reinstated with a spare sign.

16. TO RECEIVE A REPORT FROM THE BLOFIELD ALLOTMENT ASSOCIATION / PARISH COUNCIL MEETING ON 4TH JULY 2017

It was **AGREED** to defer consideration until the August meeting.

17. TO CONSIDER THREE QUOTATIONS FOR WORK TO HEATHLANDS COMMUNITY CENTRE CAR PARK ENTRANCE IMPROVEMENTS

17.1. Three quotations for the work were considered and it was **RESOLVED** unanimously to accept the quotation of £6,790.56 + vat from Utilise (Utility Contracting) Ltd..

18. TO RECEIVE AN UPDATE REGARDING STREET /FOOTPATH LIGHTING ON THE KEIR LIVING DEVELOPMENT AND AGREE ANY NECESSARY ACTIONS

18.1 A planning application was understood to be under preparation but had not been received.

19. TO CONSIDER A LETTER OPPOSING THE APPLICATION FOR A PHARMACY ON THE STREET IN BLOFIELD AND TAKE ANY NECESSARY ACTIONS

19.1. It was proposed by Rob Christie seconded by Joseph Scholes and **RESOLVED** to send a letter of objection to the proposed new pharmacy.

20. TO RECEIVE AN UPDATE ON PARENT PARKING AT BLOFIELD PRIMARY SCHOOL AND AGREE ANY NECESSARY ACTIONS

20.1. Paul Culley-Barber provided a verbal update on the current situation and advised that the PCSO would take action and follow up on any verbal abuse. 200 flyers would be printed and handed out to try to improve the situation.

21. TO REVIEW CLERK PROVISION FOR THE COUNCIL AND AGREE ANY NECESSARY ACTION

- 21.1. Rob Christie's job share review report was considered; both clerks felt that they could not do all the work required within the current 8 hours each worked. Neither wished to increase their hours and the Assistant Clerk wished to retire in January. It was **AGREED** to ask the Finance Working Party to meet with the clerks at 9.00am on 2 August and bring a proposal on allocation of hours and tasks to the August meeting..
- 22. TO NOTE DAMAGE TO THE MARGARET HARKER HALL AND SAM2 SIGN**
- 22.1 Paul Culley-Barber reported on the damage to Margaret Harker Hall was suspected to be caused by persons climbing onto the roof. The Pre School sheds had been damaged and there had been discussion regarding the roof of the hall which was leaking. Joseph Scholes said that the management committee were looking into the installation of CCTV and would approach the parish council regarding funding if it was decided to install CCTV. Paul Culley-Barber also said that the SAM2 sign had been hit and dented but was still working perfectly..
- 23. TO CONSIDER IF THE COUNCIL WOULD LIKE TO SEE A DESCRIPTION ON NAME PLATES FOR NEW ROADS TO SHOW THE REASON BEHIND THE CHOICE OF NAME**
- 23.1. Rob Christie proposed that the District Council be advised that the parish council would like to see a description on name plates for new roads to show the reason behind the choice of name. It was **RESOLVED** by 3 votes for and 2 against; the District Council would be asked if it would entail replacing existing signs.
- 24. TO CONSIDER ANY LOCAL HIGHWAY IMPROVEMENTS FOR THE 201819 PARISH PARTNERSHIP SCHEME**
- 25.1 Paul Culley-Barber would publicise the scheme and bring a report to the next meeting.
- 25. TO RECEIVE A DEMENTIA AWARENESS CHAMPIONS UPDATE**
In the absence of Margaret Turner a report would be brought to the next meeting.
- 26. TO RECEIVE AN UPDATE FROM THE JULY LOCAL AUTHORITY CLUSTER MEETING**
Stella Shackle gave a verbal report on the meeting. Those present at the meeting all expressed concerns regarding the cumulative impact of the many developments taking place in the area would have on the A47 roundabout. A request would be made to Councillor Andrew Procter for a survey to be carried out to show the cumulative effect the developments would have on the A47 roundabout.
- 27. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA** *for information only*
None.
- 28. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING**
Monday 14th August 2017 at 7:30pm at the Courthouse
- 29. TO RESOLVE TO PASS A FORMAL RESOLUTION (UNDER THE PUBLIC BODIES AND ADMISSIONS TO MEETINGS ACT 1960) TO EXCLUDE THE PRESS AND THE PUBLIC FOR THE REMAINING AGENDA ITEMS**
- 29.1. The Council unanimously resolved to pass the resolution to exclude the press and the public for the remaining agenda items.
- 30. TO RECEIVE AN UPDATE ON A MEETING REGARDING LAND IN THE PARISH**
A discussion took place and confidential minutes circulated to members.
- 31. TO RECEIVE AN UPDATE ON THE POSSIBLE PURCHASE OF LAND WITHIN THE PARISH**
A discussion took place and confidential minutes circulated to members.